

**NACOGDOCHES COUNTY
EQUAL EMPLOYMENT OPPORTUNITY PLAN
SHORT FORM**

STEP 1: INTRODUCTORY STATEMENT

Name: Nacogdoches County

Address: 101 W Main Nacogdoches, Texas 75961

Phone: 936/560-7819

Contact Office: Human Resources

POLICY STATEMENT:

Nacogdoches County is committed to maintaining a diverse workforce which reflects the community we serve. The County respects the differences and abilities of all our employees and provides them with the necessary opportunities, tools, and support to achieve their maximum potential.

Equitably managing a diverse workforce is at the heart of equal opportunity. Valuing diversity is the basis for a policy of inclusion. Diversity recognizes and respects the multitude of differences which employees bring to the workplace. Diversity complements organizational values that stress teamwork, leadership, empowerment, and quality of service. Diversity means striving to maintain an environment in which managers value the differences in their employees and take steps to ensure that all employees know they are welcome.

Nacogdoches County is firmly committed to a Policy of Equal Employment Opportunity and will recruit, hire, train, and promote persons in all job classifications, without regard to race, color, religion, sex, or national origin. Except where sex is a bona fide occupational qualification. Employment decision will be based so as to further the principle of Equal Employment Opportunity. All personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, company-sponsored training, education, social and recreational programs will be administered without regard to race, color, religion, sex, or national origin.

Goals and objectives have been established that outline our good faith efforts in practicing equal employment opportunity and affirmative action. These goals are reviewed periodically to measure our progress. Nacogdoches County is committed to making a good effort to meet our goals.

The Human Resources Department develops and monitors affirmative action and other equal employment opportunity (EEO) programs. However, management personnel at every level must share in the responsibility for promoting affirmative action and equal employment opportunity to ensure that compliance is achieved. Equal opportunity must be a part of the fabric of all personnel decisions at Nacogdoches County.

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STEP 2: WORK FORCE ANALYSIS

The statistical analysis of the County workforce for each job category, broken down by gender within each racial, color, and national origin group is contained as Attachment A to this plan.

STEP 3: UTILIZATION CHART

A comparison of the County workforce and the Labor Statistics has been performed and in keeping with our commitment to best serve our community, we will strive to examine our recruitment and retention practices. The results of this analysis are reflected in Attachment B.

STEP 4 & 5: OBJECTIVES AND STEPS

Our objective is to provide equal employment opportunities for all future employees and have a no discriminatory policy practices when our organization fills vacancies that become available in all job categories.

Our organization will review all employment organizational data related to the job category to identify any issues that may pose barriers for certain race or gender, review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions.

STEP 6 a: INTERNAL DISSEMINATION

Posting information on bulletin boards in employee break areas about how to obtain a copy of the EEOP short form: Distributing a copy of the EEOP short form to all of a recipients' supervisors, department heads, or elected officials.

STEP 6b: EXTERNAL DISSEMINATION

1. Nacogdoches County includes the County's EEOP on the County website.
2. Nacogdoches written job announcements and other employment ads contain Equal Opportunity clauses stating: Equal Opportunity Employer.

Note: See Analysis and Utilization Chart in the Human Resource Department

**POLICY APPROVED AND ADOPTED BY
COMMISSIONER'S COURT**

October 29, 2009

